

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, June 9, 2016 in Room 365 of the Community Treatment Center – 3165 Gershwin Drive Green Bay, WI

Present: Chairman Tom Lund
Paula Laundrie, Carole Andrews, JoAnn Grashberger, Craig Huxford, Jesse Brunette

Excused: Bill Clancy, Susan Hyland

Also

Present: Erik Pritzl, Executive Director
Nancy Fennema, Deputy Director
Eric Johnson, Finance Manager
Dawn LaPlant, Health Information Manager
Sue Salewski, ABC Supervisor
UWGB Nursing Student

1. Call Meeting to Order:

The meeting was called to order by Chairman Lund at 5:15 pm.

2. Approve/Modify Agenda:

HUXFORD / LAUNDRIE moved to approve the agenda.
The motion was passed unanimously.

3. Approve Minutes of May 12, 2016 Human Services Board Meeting:

GRASCHBERGER / ANDREWS moved to approve the minutes dated May 12, 2016.
The motion was passed unanimously.

4. Executive Director's Report including Administrator Report (CTC):

Executive Director Pritzl had submitted his report with the agenda. He went over some of the key items.

Q: Citizen Board Member Laundrie asked if homelessness is on the decline with the nicer weather.

A: Deputy Director Fennema stated that the numbers have not decreased and that the number of homeless veterans has significantly increased. There is a new benefit in Economic Support which will assist veterans considered homeless to assist them with first month's rent, down payment and utilities. Citizen Board Member Huxford added that many veterans may not be considered homeless but are living in substandard conditions and it would great to get more resources to them.

Q: Citizen Board Member Laundrie asked if we help individuals re-entering workforce with mock interviews.

A: Executive Director Pritzl stated that Workforce Development assists individuals with that. Huxford stated there is even a specific staff member who deals solely with veterans.

Citizen Board Member Brunette entered at 5:26 p.m.

Executive Director Pritzl noted census is up on average and utilization is being driven by us.

Q: Citizen Board Member Laundrie asked which county we take the highest number of residents from.

A: Executive Director Pritzl stated that the highest populations for out-of-county come from Oconto and Manitowoc.

ANDREWS / GRASCHBERGER moved to receive and place on file items 4 & 6.
Motion was carried unanimously.

5. Presentation re: Health Information Management / Privacy.

Health Information Manager Dawn LaPlant gave a Power Point presentation to the board (attached).

Q: Citizen Board Member Laundrie asked if the ICD-10 is parallel to the DSM-5.

A: LaPlant stated that DSM-5 relates to behavioral health where ICD-10 is every type of healthcare diagnosis.

Q: Citizen Board Member Huxford asked if the ICD-10 eliminated most of need for transcription.

A: LaPlant stated that the main change with the ICD-10 has been the higher level specificity of coding.

LAUNDRIE / HUXFORD moved to receive and place on file.
Motion was carried unanimously.

7. Financial Report:

Financial Manager Eric Johnson handed out budget sheets (attached). Since personnel data was closed for the month, Eric ran a special report to show personnel costs year to date. Overtime for both CP and CTC is higher than what we would like and we are confirming the reasons for that. Erik Pritzl added that we had high one to one needs on the CTC campus which means a big impact on our resources.

Q: Citizen Board Member Laundrie asked how the county board felt about this information (regarding our deficit).

A: Executive Pritzl stated there has been limited discussion regarding this at the committee level. With final numbers available now, more discussion can occur.

GRASCHBERGER / ANDREWS moved to receive and place on file.
Motion was carried unanimously.

8. Statistical Reports:

Please refer to the packet which includes this information.

9. Approval for New Non-Continuous Vendor:

Please refer to the packet which includes this information.

10. Approval for New Vendor Contract:

Please refer to the packet which includes this information.

ANDREWS / GRASCHBERGER moved to receive items 8 – 10 and place on file.
Motion was carried unanimously.

11. Other Matters:

Introductions were made as Citizen Board Member Jesse Brunette is new to this board.

Next Meeting: Thursday, July 14, 2016
5:15 p.m. – Sophie Beaumont, Board Room A

12. Adjourn Business Meeting:

HUXFORD / ANDREWS moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 6:01 p.m.

Respectfully Submitted,

Kara Navin
Office Manager

HEALTH INFORMATION MANAGEMENT/ PRIVACY OFFICER

Dawn LaPlant, RHIT

What is Health Information Management (HIM)?

- The practice of acquiring, analyzing, and protecting electronic and paper medical information vital to providing quality patient care.
- Ensure a patient's health information and records are complete and accurate.
- Responsible for the quality and integrity of patient's health information.
- Utilizes the classification of diseases and treatments (ICD-10 coding) to ensure they are standardized for clinical, financial, and legal uses in healthcare.
- Health information professionals care for patients by caring for their medical data.

Privacy Officer:

- The privacy officer assists with activities related to the development, implementation, maintenance of, and adherence to the organization's policies and procedures covering the privacy of, and access to, patient health information in compliance with federal and state laws and the healthcare organization's information privacy practices.
- Facilitates the Incident Investigation Process

Governing Rules, Regulations, and Laws

- WI DHS Ch 124; Medicare Conditions of Participation – Hospital
- WI DHS Ch 132; Medicare Conditions of Participation – Nursing Home
- WI DHS Ch 83 & 34 – Bay Haven CBRF
- WI DHS Ch 35 & 75 – Clinic and AODA
- HIPAA 45 CFR 160 and 164 – Privacy Rule
- WI DHS Ch 51 & 92 – Confidentiality of Mental Health Records
- WI DHS Ch 94 – Patient Rights and Grievances
- 42 CFR Part 2 – Confidentiality of Substance Abuse Records

Provides support for:

- Nicolet Inpatient Psychiatric Hospital
- Bay Haven CBRF
- Bayshore Village Nursing Home
- Outpatient Clinic/AODA/CTP

Brown County Human Services Community Treatment Center Health Information Management Department

- Staff:
 - Health Information Services Manager (1.0 FTE)
 - Health Information Technician (Inpatient) (1.0 FTE)
 - Health Information Technician (Outpatient) (1.0FTE)
 - Medical Transcription (2.5 FTE's)
 - AODA Secretary (1.0 FTE)
 - Co-op Student (0.5 FTE)

Health Information Technician – Inpatient and Outpatient

- › Primary Responsibilities:
 - Assign correct ICD diagnostic codes for documentation, statistical, and reimbursement purposes
 - Process requests for release of protected health information following HIPAA, state, and federal law
 - Generate some revenue for copies of medical records
 - Organization, content, storage, retrieval, and retention of medical records

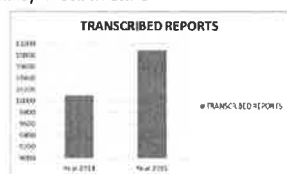
Fun Fact

Which of the following is an actual ICD-10 Diagnostic Code:

- › V00.122 Non-in-line roller-skater colliding with stationary object
- › V80.711 Occupant of animal-drawn vehicle injured in collision with animal being ridden
- › V96.02 Forced landing of balloon injuring occupant
- › W56.02 Struck by dolphin

Medical Transcription

- › Accurately transcribe medical dictation
- › Responsible for accurately documenting patient health information in order to assure safe quality healthcare



- › AODA SECRETARY
 - Provides clerical support for our AODA Program
 - Scheduling OWI and AODA Assessments
 - Generates revenue for OWI Assessments
 - Coordinates all required paperwork
- › CO-OP STUDENT
 - Provides clerical support for Health Information Management

HIPAA Committee

- › Brown County multi-disciplinary Committee
- › Composed of representation:
 - Risk Management
 - Health Information Management
 - Human Resources
 - Corporation Counsel
 - ADRC
 - Jail
 - Public Health
 - Technology Services

HIPAA Committee Role

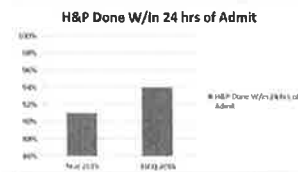
- › HIPAA Policy Review
- › HIPAA Education for employees
- › Forum to answer and communicate questions and answers
- › HIPAA Tip of the Month

QAPI INITIATIVES

- History and Physical completed and on the Medical Record within 24 hours of admission
- Transcription Turnaround Time
- ICD-10 Coding Audits

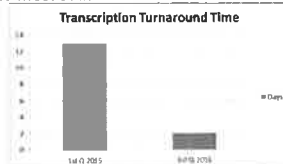
History and Physical

- History and Physical Completed and on the Medical Record within 24 hours of admission (*Medicare Conditions of Participation*)
- Identified as an opportunity for improvement through Survey process
- Goal – 90% or higher
- Audit 30% of Inpatient Admissions



Transcription Turnaround Time

- Identified as a goal due to backlog and not meeting standard transcription turnaround times
- Affects patient care and safety
- Short-term Goal 7 Days
 - Wanted to see incremental improvement
 - Long-term goal 3 days to meet standard



ICD-10 Coding Audits

- Selected as a QAPI goal because of the transition from ICD-9 to ICD-10 effective 10/1/15
- ICD-10 tripled the number of codes available
- Important to make sure codes are being selected correctly to ensure optimized reimbursement and correct statistical information
- 1st Q 2016 – Completed 100% review and update of all Nursing Home Resident ICD-10 Codes
- Starting 2nd Q 2016 – random audit of 20 charts

Thank you!

- Questions?





Budget Performance Report

Fiscal Year to Date 04/30/16
Only Show Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 201 - CP										
EXPENSE										
5100	Regular earnings	13,264,734.00	.00	13,264,734.00	950,754.02	.00	3,710,241.14	9,554,492.86	28	12,443,671.35
5102	Paid leave earnings	.00	.00	.00	66,546.28	.00	372,777.88	(372,777.88)	+++	1,890,118.57
5103	Premium	53,118.00	.00	53,118.00	15,069.68	.00	37,990.60	15,127.40	72	118,740.88
5109	Salaries reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	(78,300.13)
5110	Fringe benefits	5,014,707.00	.00	5,014,707.00	284,397.72	.00	1,598,608.36	3,416,098.64	32	5,192,022.41
5195	Payroll & Fringe	.00	.00	.00	12,506.00	.00	296,525.00	(296,525.00)	+++	.00
5198	Fringe benefits - Budget only	(128,163.00)	.00	(128,163.00)	.00	.00	.00	(128,163.00)	0	.00
EXPENSE TOTALS		\$18,204,396.00	\$0.00	\$18,204,396.00	\$1,329,273.70	\$0.00	\$6,016,142.98	\$12,188,253.02	33%	\$19,566,253.08
Fund 201 - CP Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		18,204,396.00	.00	18,204,396.00	1,329,273.70	.00	6,016,142.98	12,188,253.02	33	19,566,253.08
Fund 201 - CP Totals		(\$18,204,396.00)	\$0.00	(\$18,204,396.00)	(\$1,329,273.70)	\$0.00	(\$6,016,142.98)	(\$12,188,253.02)		(\$19,566,253.08)
Grand Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		18,204,396.00	.00	18,204,396.00	1,329,273.70	.00	6,016,142.98	12,188,253.02	33	19,566,253.08
Grand Totals		(\$18,204,396.00)	\$0.00	(\$18,204,396.00)	(\$1,329,273.70)	\$0.00	(\$6,016,142.98)	(\$12,188,253.02)		(\$19,566,253.08)



Budget Performance Report

Fiscal Year to Date 04/30/16

Only Show Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Re'd	Prior Year Total
Fund 630 - CTC										
EXPENSE										
5100	Regular earnings	6,330,633.00	.00	6,330,633.00	485,670.77	.00	1,923,797.32	4,406,835.68	30	5,720,005.92
5102	Paid leave earnings	.00	6,397.00	6,397.00	31,625.38	.00	150,540.83	(144,143.83)	2353	763,866.44
5103	Premium	141,803.00	.00	141,803.00	20,622.91	.00	78,461.13	63,341.87	55	383,603.97
5109	Salaries reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	(70,145.57)
5110	Fringe benefits	2,361,120.00	.00	2,361,120.00	138,248.59	.00	764,697.81	1,596,422.19	32	2,555,746.03
5195	Payroll & Fringe	.00	.00	.00	31,347.44	.00	148,819.95	(148,819.95)	+++	.00
5198	Fringe benefits - Budget only	(7,994.00)	.00	(7,994.00)	.00	.00	.00	(7,994.00)	0	.00
EXPENSE TOTALS		\$8,825,562.00	\$6,397.00	\$8,831,959.00	\$707,515.09	\$0.00	\$3,066,317.04	\$5,765,641.96	35%	\$9,353,076.79
Fund 630 - CTC Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		8,825,562.00	6,397.00	8,831,959.00	707,515.09	.00	3,066,317.04	5,765,641.96	35	9,353,076.79
630 - CTC Totals		(\$8,825,562.00)	(\$6,397.00)	(\$8,831,959.00)	(\$707,515.09)	\$0.00	(\$3,066,317.04)	(\$5,765,641.96)		(\$9,353,076.79)
Grand Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		8,825,562.00	6,397.00	8,831,959.00	707,515.09	.00	3,066,317.04	5,765,641.96	35	9,353,076.79
Grand Totals		(\$8,825,562.00)	(\$6,397.00)	(\$8,831,959.00)	(\$707,515.09)	\$0.00	(\$3,066,317.04)	(\$5,765,641.96)		(\$9,353,076.79)